

Security Information

25X1A

31 August 1953

SUBJECT: Allotment Procedure

1. The Budget Division of CIA has changed its procedure for allocation of funds for this current fiscal year. Funds for SA Division have been allotted directly to Chief, SA. Under [REDACTED] Chief, SA is personally responsible for preventing over-obligation. The Chief, Budget & Finance Section is directly responsible for allotment control as the agent for C/SA.

2. Effective immediately, the following internal procedure shall be followed for allotment control of new and renewing projects:

a. After preparation by case officer and prior to release by Branch chief, each project will be submitted to Chief, SA Administrative Staff, Room 2516 J, for budgetary analysis and logistical coordination. Projects which do not show clearance by C/SA/Admin will not be passed by C/SA.

b. After project approval by final authority (C/PA, DD/P, PBC, or DCI as appropriate), SA Budget & Finance Section will issue allotments every three months to headquarters and the field in accord with [REDACTED]

3. The [REDACTED] also will issue quarterly allotments to Headquarters and Field for (1) PF/PM Projects which receive their authority through the USSR country operational Program for FY 1954 and (2) FI Projects operating under a previously granted authority.

4. In case of increased need for operational funds, the case officer will obtain a project amendment for greater authorization. Increased allotments will then be made within project approval and available funds.

5. Under this new procedure, Chief, SA officially is responsible for reporting of all obligations. Case officers will notify the [REDACTED] Section of all commitments of funds which are not supported by documentation, and will route all financial documents to the [REDACTED]

6. The C/SA/Admin shall be provided with copies of all projects, current and planned. [REDACTED] copies are acceptable for [REDACTED] projects.

Chief, SA Administrative Staff